

AUDIT ASSOCIATE

DISTINGUISHING FEATURES

The fundamental reason the Audit Associate exists is to be responsible for administrative duties and a limited amount of entry-level auditing assignments. This classification is not supervisory. Work is performed under general supervision by an assigned Manager.

ESSENTIAL FUNCTIONS

Responsible as first contact for questions from taxpayer walk-ins.

Responsible for miscellaneous administrative tasks.

Performs pre-audit research as assigned.

Prepares and mails audit and survey related correspondence.

Assists other Auditors in audits when requested to do so.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of personal computers, specifically Microsoft Office applications (Excel, Word, Access) as they relate to an audit environment. Understanding of Intermediate accounting principles and government auditing standards.

Ability to:

Interpret applicable City ordinances and State statutes.

Prepare reports of statistical nature.

Document audit findings in a clear and concise manner using proper sentence construction, punctuation and grammar.

Demonstrate the willingness to assume ownership in completion of assigned tasks.

Operate a variety of standard office equipment including a personal computer, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Be a team player working effectively with City staff and citizens.

Establish and maintain effective working relationships with City officials, City staff and the general public.

Listen and communicate effectively with a diverse group of people.

Maintain regular consistent attendance and punctuality.

Demonstrate excellent written and oral communication skills.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Accounting, Business Administration or a related field.

Must have a current, valid Arizona driver's license and no major driving citations in the last 39 months.

